



ADMISSION & ADMINISTRATIVE OFFICER

James Hope College (JHC) is a private, world class residential co-educational secondary school located in the tranquil area of Lekki, Lagos State, which offers a Nigerian/British curriculum. We require a suitably qualified and experienced professional for the position of Admission and Administrative Officer which is a vital support role within JHC.

The ideal candidate will work closely with the College's Registrar, handling admission related matters, students' uniform fittings & collections, be an important part of related procurement of goods & services. In addition, the completion of tasks such as reception of visitors and other duties as assigned by the line manager will be required.

The ideal candidate must have strong analytical skills and be computer/technology savvy with excellent interpersonal abilities. He/she should have significant and impeccable administrative experience working with a school registrar, and or senior management professional. Any experience in a school environment will be an added advantage.

Qualifications:

The preferred candidate **MUST** have minimum of a second-class upper degree with at least five (5) years administrative experience. A master's degree will be an added advantage.

If you possess the above qualities and experience, kindly **send us the following:**

1. A current curriculum vitae (CV) not longer than 2 pages in length.
2. Copies of educational qualifications, including certifications. Please note that the originals will be required for sighting during the interview process.
3. A cover letter (not longer than one page) as to why you should be the successful candidate.
4. Details of three contactable referees, and one must be from your most recent employer.

Kindly indicate the position in the **subject line of your email.**

IMPORTANT: Please send your application no later than, Wednesday 5th February 2025 to principal@jameshopecollege.edu.ng